

Official Proceedings of the Washington Township Board of Trustees

February 3, 2020

**Washington Township Center
30200 Town Center Road, Beecher, IL**

Supervisor Mike Stanula called the meeting to order at **7:02 p.m.** to pay bills for the month of **January** and transact any other business that may come before the Board of Trustees. The meeting agenda and guest sign-in sheet are attached. Supervisor Stanula led the Pledge of Allegiance.

Roll call:

Present: Supervisor Mike Stanula **Trustees:** George Obradovich, Mark Herlitz

Absent: Tracy Heldt, Paul Goldrick

Other Officials present:

Clerk Joe Burgess, Road Commissioner Jerry Meyer and Assessor Mary Tamez

Approval of the Board of Trustees Meeting Minutes Dated January 6, 2020:

Supervisor Stanula asked if there were any corrections or additions to the January 6, 2020 Board meeting minutes as presented. Being none, Stanula asked for a motion to approve the minutes.

Motion:

Trustee Herlitz made a motion to approve the minutes of the January 6, 2020 Board meeting as presented. Trustee Obradovich seconded the motion. There was no discussion on the motion.

Roll call vote: Herlitz – yes, Obradovich – yes, Stanula – yes. **Motion passed 3-0.**

Public Commentary: None

Reports:

1. **Road Commissioner** – Highway Commissioner Jerry Meyer read his written report (attached) and there were no questions or comments regarding the report. Meyer also reported that, per his budget, his office plans on buying a new Ford ¾ ton pickup truck this year and have secured pricing through the South Suburban Purchasing Co-Op. The truck will cost approximately \$33,000. Meyer said the truck is a “basic” work truck that will be set up to handle a snowplow, however, there are no plans to install a plow at this time.
2. **Assessor** – Assessor Mary Tamez reviewed her written report (attached). Tamez said the Supervisor of Assessment’s Office is planning to create a new General Homestead Exemption form. The new form has created some concerns for local assessors and there are still details to work out.
3. **Clerk** – Clerk Burgess reported 34 seniors attended the Senior Pizza & Movie Matinee on January 18. Burgess also gave the Board a tentative 2020 “senior events” schedule, which is also available on the township’s website.

4. Supervisor's Report – Supervisor Stanula reported Renee Black from Senior Services of Will County has scheduled a Senior Resource Program to be held at the Washington Township Center on May 15. The event will last all day during regular business hours. Stanula has also asked for a representative of Senior Services to speak at the township's Senior Breakfast in April.

Office Coordinator Tammy Hitzelburger is out of the office on vacation and will be back this Thursday. Kellie Karstensen is covering her in the office during her absence. Part-time bus driver Cory Cross is the township's backup Pace bus driver when needed to cover her absence and other special driving as needed.

Sikich has completed the township's annual audit for the fiscal year ending on March 31, 2019. A copy of the report was presented to the Board members.

5. Trustees Report – No report.
6. Transportation Report – The township's Dial-A-Ride service provided 38 trips within Washington Township in January. The township received four invoices from Will Ride covering trips outside of the township from July (52 trips), August (48 trips), September (71 trips) and October (80 trips).
7. General Assistance Report – Supervisor Stanula reported there were no General Assistance disbursements or new applications received in the month of January.
8. Community Building Report – Teresa Peterson told the Board that the Board of Managers are considering an incline platform lift to address handicap access to the second story of the Community Hall. The platform would cost approximately \$55,000 to install.

OLD BUSINESS:

1. Consideration and Approval of 2020-2021 Meeting Dates – The Board reviewed the proposed meeting dates and there were no changes made to the preliminary schedule.

MOTION:

Trustee Herlitz made a motion to approve the proposed 2020-21 Board meeting dates as presented. Trustee Obradovich seconded the motion. There was no discussion on the motion. Roll call vote: Herlitz – yes, Obradovich – yes, Stanula – yes. **Motion passed 3-0.**

NEW BUSINESS:

1. Consideration and Approval of Pending Zoning Applications – Supervisor Stanula reported that he sent a letter to the Will County Land Use Board, recommending the approval of a Special Use Permit for St. John's Lutheran Church to install a lighted dynamic supply (LED).
2. Consideration and Approval of the 2020 Annual Town Meeting Agenda – Clerk Burgess presented the tentative Annual Town Meeting agenda to the Board. The agenda cannot be approved until the March meeting.

3. Consideration to Donate Rental Income to the Food Pantry – Clerk Burgess suggested that the monthly rental income of \$100, received from Senior Services of Will County, be donated to the township's Food Pantry. The Board discussed the suggestion, but it was recommended that township attorney Tom Knuth be contacted to check the legality of such actions.

PAYMENT OF BILLS:

Road & Bridge Bills

The board reviewed the Road District bills as prepared by Commissioner Meyer and presented by the Clerk.

MOTION:

Trustee Herlitz made a motion to authorize payment of all applicable payroll, bills, and appropriate transfers or debits for the Road & Bridge Account totaling **\$33,869.38**. Trustee Obradovich seconded the motion. There was no discussion on the motion.

Roll Call vote: Herlitz – yes, Obradovich – yes, Stanula – yes. **Motion passed 3-0.**

Town Account (including Transportation Fund)

The board reviewed the bills as prepared by the Supervisor and presented by the Clerk.

MOTION:

Trustee Obradovich made a motion to authorize payment of all applicable payroll, bills, debits and appropriate transfers for the Town Account totaling **\$15,105.36**. Trustee Herlitz seconded the motion. There was no discussion on the motion.

Roll Call vote: Obradovich – yes, Herlitz – yes, Stanula – yes. **Motion passed 3-0.**

Upcoming Seminars and Meetings

- **March 2** - Washington Township Board Meeting – 7 PM


Announcements:

- **None**

Adjournment:

Being no other business or discussion, Trustee Herlitz made a motion to adjourn. Trustee Obradovich seconded the motion. Being no discussion and after being unanimously approved by voice vote, the Board Meeting adjourned at 7:35 pm.

Respectfully submitted,


Joseph Burgess – Town Clerk

Approved by Board of Trustees: 3/2/2020

Washington Township

Jerry K. Meyer

Highway Commissioner

February 3, 2020

To the Board of Trustees of Washington Township

- We are cold patching when weather permits
- We only have had 9 events so far this winter all of them have been salting
- Planning next year's construction projects and M.F.T. projects
- Working in the shop doing maintenance on the equipment
- We received 200 ton of salt last week at \$84.63 per ton

If there are any questions please feel free to contact me at the office.


Jerry K. Meyer
Commissioner

Office of the Assessor

Mary Margaret Tamez

Assessor

February 3, 2020

Township Meeting Notes:

- As of January 1st, I have started updating the 2020 assessments. These changes can be made through June. I have updated the sales sheet with all of the 2019 sales to be able to look at the subdivisions to see where the adjustments need to be made.
- I have continued to update all of the fieldwork completed over the summer as well as all of the front photos of the homes into the files
- Updating the sales and ownership change is ongoing.
- Building permits and occupancy permits are ongoing.
- We had a meeting with the County Supervisor of Assessments last Thursday. Rhonda Novak let us know that the Supervisor of assessments office is going to be creating a General Homestead Exemption form. Currently, we add and remove this exemption based on knowing the property is a rental property, billing address being different than the property, and the PTAX form that is filled out in closing marked that it will not be their principal residence. Due to the ability of her having the tools to keep track of these forms now, she wants to have them on file. It is going to add additional work and possible postage to have this form filled out. There was lots of concern when this was brought to our attention and she decided she wanted to have some time to figure out what the process would be but that we can inform people of this change and she was going to get back to us with the form as well as their plan on informing the property owners.

**Washington Township
Board of Trustees
Meeting Schedule 2020 - 2021**

Location

**Washington Township Center
30200 Town Center Road
Beecher, IL 60401**

All meetings start at 7:00 PM unless indicated otherwise.

<u>Date</u>	<u>Weekday</u>
May 4, 2020	Monday
June 1, 2020	Monday
July 6, 2020	Monday
August 3, 2020	Monday
September 3, 2020	THURSDAY
October 5, 2020	Monday
November 2, 2020	Monday
December 7, 2020	Monday
January 4, 2021	Monday
February 1, 2021	Monday
March 1, 2021	Monday
March 22, 2021	Monday (4th Monday)

Any person requiring special accommodations should notify Supervisor Mike Stanula at (708) 946-2026, prior to the meeting date to make necessary arrangements.

Approved February 3, 2020

Attest: Joseph Burgess - Clerk

**Washington Township
2020 Annual Town Meeting
April 14, 2020 – 7:00 PM
Agenda**

1. Call to Order – (Clerk)
2. Pledge of Allegiance
3. Welcome
4. Election of Meeting Moderator
5. Clerk Administers “Oath of Moderator” to Moderator
6. Approval of Minutes from 2019 Annual Town Meeting
7. Clerk presents Supervisor’s Annual Financial Statements
 - Road & Bridge
 - Town Account
 - General Assistance
 - County Aid Bridge
 - Community Building
 - Culvert Account
 - Insurance Fund
8. Set Hour for 2021 Annual Town Meeting
9. Consider Motion to Pay Meeting Moderator
10. Motion to Adjourn

**Approved Claims - Board of Township Trustees
Road & Bridge Account**

State of Illinois)
Will County) ss.
Washington Township)

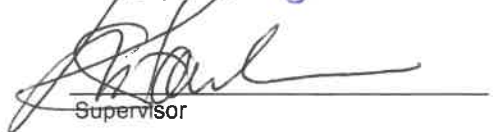
We the undersigned, comprising the Board of Trustees of
Washington Township, having duly met at the Clerks office on February 3, 2020, for the
purpose of auditing the Road & Bridge account, do hereby certify that the following claims or demands
against said township were presented, and examined, were allowed at said meeting, to wit:

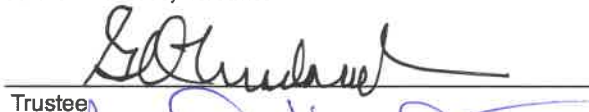
Claim #	Date	To Whom Allowed	Ck #	Nature of Claim	Amount
7926	1/7	Dahlberg Accounting Solutions	8478	Professional services (September) - Inv # 231	\$375.00
7927	1/7	Village of Beecher	8479	Equipment Fuel - 12/1/19 to 12/31/19 - Inv # 606	\$1,478.17
7928	1/7	Tifco Industries	8480	Shop supplies - Inv # 71514697	\$37.28
7929	1/7	ATT Mobility	8481	Wireless charges - Inv #287277639216X12232019	\$23.50
7930	1/7	Airgas USA	8482	Annual cylinder lease charges - Inv # 9967797249	\$181.70
7931	1/7	ComEd	8483	Utilities - Acct #1659047007 - Bill date - 1/2/20	\$189.09
7932	1/7	Prairie Disposal	8484	January - June 2020 Refuse Service - Inv # 77601	\$312.00
7933	1/7	Surf Air Wireless	8485	Internet service - Inv # 271501	\$69.95
7934	1/7	Napa Auto Parts	8486	Parts - Inv # 116546 / 116634	\$24.86
7935	1/7	DeJong Equipment	8487	Parts - Inv # CR20976	\$27.02
7936	1/15	Marin Gonzalo	8488	Equipment storage shed	\$1,706.10
7937	1/15	Beecher Hardware Inc.	8489	Supplies - Inv # A199605 / 634 / 667	\$21.93
7938	1/15	ATT Mobility	8490	Wireless charges - Inv #287277639216X01092020	\$49.26
7939	1/15	AT&T	8492	Phone bill (946-6459) Inv # 7089466459-01 - Bill date - 1/1/20	\$135.68
7940	1/15	Cintas	8493	Uniforms - 12/1 to 12/31/19	\$589.82
7941	1/15	M&K Truck Center	8494	Parts - Inv # 111675 SC	\$259.96
7942	1/15	Gallagher Materials Corp.	8495	Asphalt cold patch - Inv # 14150	\$1,025.48
7943	1/15	Verizon Wireless	8496	Phones - Acct # 687108624 - Inv # 9845801679	\$92.16
7944	1/21	Beecher Post Office	8497	100 stamps	\$55.00
7945	1/24	Murray Overhead Doors	8498	Transformer - Inv # 38943	\$15.00
7946	1/24	Heritage FS	8499	Lubricants - Inv # 36003609	\$859.62
7947	1/24	Bank of America	8500	Maintenance supplies - Misc charges	\$838.64
7948	1/24	Clauss Specialties	8501	Supplies - Inv # 3833	\$1,023.02
7949	1/24	Beecher Chamber of Commerce	8502	2020 Membership dues	\$150.00
7950	1/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2020-02	\$3,629.70
7951	1/17	January Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$20,699.44
Total disbursements					\$33,869.38

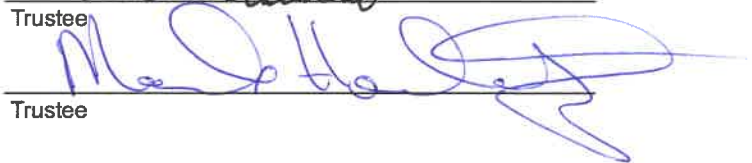
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto
set our hands on February 3, 2020.


Road Commissioner


Township Clerk


Supervisor


Trustee


Trustee

Trustee

Trustee

Approved Claims - Board of Township Trustees

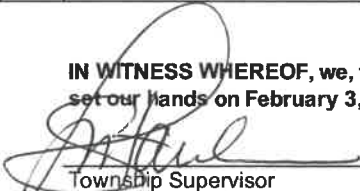
Town Account

State of Illinois)
Will County) ss.
Washington Township)


We the undersigned, comprising the Board of Trustees of Washington Township, having duly met at the Township office on February 3, 2020, for the purpose of auditing Town accounts, do hereby certify that the following claims or demands against said township were presented, and examined, were allowed at said meeting, to wit:

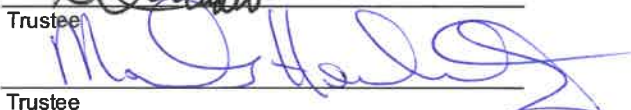
Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
5430	1/7	Beecher Florist	8250	Flowers for Senior Dinner - Inv. Dated 1/3/2020	\$160.00
5431	1/7	ComEd	8251	Electric bill - Acct # 4341116018 - Bill date 1/2/2020	\$326.56
5432	1/7	Elmer & Son Locksmith	8252	Keys - Inv. # 376969	\$21.50
5433	1/7	Village of Beecher	8253	Bus fuel - 12/1/19 to 12/31/19 - Inv # 607	\$38.98
5434	1/7	Dahlberg Accounting Solutions	8254	Professional services (December) - Inv # 230	\$540.38
5435	1/7	Cory Cross	8255	Mileage reimbursement (Pace Training)	\$185.92
5436	1/7	Walt's Foods	8256	Senior Dinner Food - Inv # 5089381523 / 3070781648	\$482.18
5437	1/15	Beecher Hardware	8257	Building supplies - Inv # A198676 / 199226	\$39.48
5438	1/15	Will Ride	8258	Transportation Expense - 48 trips (August 2019)	\$705.36
5439	1/15	Will Ride	8259	Transportation Expense - 52 trips (July 2019)	\$1,333.28
5440	1/15	NICOR	8260	Utilities gas - #55877029193 - Bill date - 1/10/2020	\$190.93
5441	1/15	Verizon Wireless	8261	Cellular phones - Acct # 485462600 / Inv # 9845783822	\$65.02
5442	1/15	Cardinal Creek Golf Course	8262	Spring Senior Breakfast Deposit	\$200.00
5443	1/16	Will Ride	8263	Transportation Expense - 71 trips (September 2019)	\$1,265.63
5444	1/21	Joe Burgess	8264	Reimbursement for Senior events	\$220.05
5445	1/21	Beecher Post Office	8265	100 stamps	\$55.00
5446	1/22	Beecher Amvet Amvets Post 67	8266	Senior Holiday Dinner Hall Deposit (12/8/20)	\$100.00
5447	1/22	Greater Chicago Food Depository	8267	Food Pantry Donations	\$180.00
5448	1/22	Will Ride	8268	Transportation Expense - 80 trips (October 2019)	\$1,454.00
5449	1/24	Quill Corporation	8269	Office supplies - Inv # 4082890	\$174.97
5450	1/15	Intuit Software	EFT	ACH payroll charges	\$23.38
5451	1/27	January Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$7,342.74
TOTAL ALL DISBURSEMENTS					\$15,105.36

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on February 3, 2020.


Township Supervisor


Township Clerk


Trustee


Trustee

Trustee

Trustee

**Washington Township Board Meeting
February 3, 2020 - 7:00 pm
Meeting Agenda**

Call to Order / Roll Call

Pledge of Allegiance

Approval of Board Meeting Minutes Dated January 6, 2020

Public Commentary

Reports

1. Road Commissioner
2. Assessor
3. Clerk
4. Supervisor's Report
5. Trustee's Report
6. Transportation Report
7. General Assistance Report

Old Business

1. Consideration and Approval of the 2020-2021 Board Meeting Dates

New Business

1. Consideration and Approval of Pending Zoning Applications
2. Consideration and Approval of the 2020 Annual Town Meeting Agenda
- 3.

Payment of Bills

Upcoming Seminars and Meetings

- March 2, 2020 @ 7pm – Board Meeting

Announcements

Adjournment

Any disabled person requiring special accommodations should notify Supervisor Mike Stanula ***prior*** to the meeting date to make necessary arrangements. Supervisor Stanula may be reached at 946-2026.

A CLOSED (EXECUTIVE) SESSION MAY BE HELD AT ANY POINT DURING THE MEETING.

7:00 PM
February 3, 2020

Guest Sign-in Sheet

[illegible]